



Program Monitoring: Career and Technical Education

Gallatin County

75 Boardwalk
Warsaw, KY 41095

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DRAFT

Introduction

Objectives: To review Perkins, Career Pathways and Career Readiness requirements to ensure that state and federal regulations are being followed.

To provide technical assistance and make recommendations for any improvements and/or corrections in the monitored areas.

During the visit we will monitor the following areas; (1) Perkins invoices and a detailed MUNIS report, (2) Sample of Student transcripts, (3) Support documentation for ASVAB, WorkKeys, and industry certifications, and (4) career pathway documentation and master schedules.

Any areas of concern will be shared with the district CTE coordinator and any other district/school representative during an exit interview. A written follow-up will be sent within two weeks of the visits.

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Perkins Basic Allocation

Label	Assurance	Response	Comment	Attachment
1.	Are all purchases using Perkins funds permissible according to federal regulations?			

Label	Assurance	Response	Comment	Attachment
2.	Do all purchases made with Perkins funds supplement and/or enhance CTE programs, not just maintain the program?			

Label	Assurance	Response	Comment	Attachment
3.	Has all education instructional travel been for a class or program, not a CTSO?			

Label	Assurance	Response	Comment	Attachment
4.	Have all purchases made with Perkins funds been paid within the appropriate grant period?			

Label	Assurance	Response	Comment	Attachment
5.	Have all purchases made with Perkins funds been determined to be the best use of federal funds for the CTE program?			

Label	Assurance	Response	Comment	Attachment
6.	Have all requests for budget amendments been received prior to approval?			

Career Readiness

Label	Assurance	Response	Comment	Attachment
7.	Are all courses used in determining preparatory status for students in your CTE career pathways approvable according to the KDE published Program of Studies?			

Label	Assurance	Response	Comment	Attachment
8.	Do all senior graduates who were marked preparatory in a career pathway meet the requirements for that status? (Completed two credits in the career pathway and enrolled in a third credit in the same career pathway)			

Label	Assurance	Response	Comment	Attachment
9.	For every industry certification entered into TEDS, is there evidence from the testing vendor on file either electronically or hardcopy at the district/school?			

Label	Assurance	Response	Comment	Attachment
10.	Are KOSSA assessment results from KDE on file either electronically or hardcopy at the district/school for all students receiving a KOSSA certificate?			

Label	Assurance	Response	Comment	Attachment
11.	Does your district/school have an official record of all AFQT scores in TEDS from the military office that conducted the ASVAB assessment?			

Label	Assurance	Response	Comment	Attachment
12.	Has the district/school maintained a copy of all WorkKeys assessment results for students accountable to the district/school regardless of testing location?			

Career Pathways

Label	Assurance	Response	Comment	Attachment
13.	Are elective courses being counted in a pathway part of the approved electives in the pathway?			

Label	Assurance	Response	Comment	Attachment
14.	Are the core courses being taught as part of the pathway?			

Label	Assurance	Response	Comment	Attachment
15.	Do all pathways have a four course sequence?			

Label	Assurance	Response	Comment	Attachment
16.	Are capstone courses being taught as part of the pathway?			

Label	Assurance	Response	Comment	Attachment
17.	Are all courses being taught in the master schedule part of the pathways being offered?			

Label	Assurance	Response	Comment	Attachment
18.	Is the student enrolled in a pathway related course the same year as a Co-op?			